

NOVA INTERNAL USE ONLY

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Nov 58

FINANCIAL MANAGEMENT IMPROVEMENT INSTRUCTION No.3

SUBJECT: GENERAL - Financial Management Improvement Program

SPECIFIC - Manpower Utilization in Financial Functions

1. In accordance with Public Law No. 863-84th Congress, the Agency has adopted a Financial Management Improvement Program with the ultimate objectives of:
  - a. Preparing cost based budgets, and
  - b. Development and use of cost data for internal operating management purposes.
2. One of the administrative objectives of the program is the desire to adjust to the new budget and accounting systems and procedures without additional total cost in personnel and equipment. However, it should be understood that during the developmental stage when experiments are being conducted to determine the best methods extra effort may be required on the part of all personnel engaged in activities with financial implications. Only through wholehearted cooperation can we hope to achieve a "cost-consciousness" throughout all levels of Agency management as envisioned by the Congress.
3. The Congress has been reviewing manpower utilization in financial functions in other agencies of the Government and has expressed its intent to maintain a follow-up. It is highly desirable that we have available similar manpower data not only to be able to furnish information to the Congress but to strengthen financial management and manpower utilization in this Agency.

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4. It is requested that the attached report (original only) be submitted to the Office of the Comptroller no later than 1 December 1958. The report is designed for general Agency usage and, therefore, may list functions not applicable to your office. You should report on all functions and insert "none" beside any function that does not apply. Any questions should be directed to extension

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REPORT OF PERSONNEL ENGAGED IN FINANCIAL  
FUNCTIONS AS OF 15 NOVEMBER 1958

<u>FUNCTION</u>	<u>POSITION TITLE</u>	<u>GRADE</u>	<u>PERCENT OF TIME</u>
1. Over-all direction of financial functions			
2. Accounting			
3. Budget preparation, review, & execution			
4. Disbursing, collecting & related functions			
5. Internal audit			
6. Financial & Cost analysis			
7. Assembling & processing financial statistical data.			
8. Other financial reporting functions			